

JUL 21 1954

MEMORANDUM FOR: Chief of Logistics

SUBJECT : Personnel Ceiling for the Logistics Office

1. The Table of Organization recommended by the Management Staff in its study of the organization and staffing of the Logistics Office, dated 30 June 1954, has been reviewed and the following immediate adjustments made thereto:

	<u>Eliminate</u>	<u>Transfer</u>
a. <u>Technical Review and Policy Staff</u>		
Logistics Review Officer, GS-14	1	
Logistics Review Officer, GS-14	1	
b. <u>Procurement Division</u>		
<u>Office of the Chief</u>		
Special Assistant, GS-14/13	1	
<u>Foreign Branch</u>		
Purchasing Agent, GS-13	1	
Clerk (Steno.), GS-5	1	
Purchasing Agent, GS-14		1 ^{1/}
c. <u>Supply Division</u>		
<u>Office of the Chief</u>		
Supply Officer (Ass't to Chief), GS-13		1 ^{2/}
<u>Control Staff</u>		
Supply Officer, GS-11	1	
Total	6	2

1/ Transfer to Special Purchase Branch.

2/ Transfer to Supply Operations Branch, Requirements Section.

25X9A2f 2. The elimination of these six positions reduces the ceiling
 25X9A2 The positions proposed by the Management Staff to positions. 25X9A2
 The positions will be the ceiling of the Logistics Office until
 1 January 1955. At that time the following additional 14 positions
 are to be eliminated and the ceiling reduced to 25X9A2
 However, if
 changed circumstances so warrant, the Logistics Office may request,
 prior to 15 December 1954, that certain of these positions be con-
 sidered for retention for an additional period of time.

Number

a. Transportation Division

Planning and Control Staff

Transportation Officer, GS-13/12	2
Transportation Officer, GS-12/11	1
Clerk (Steno.), GS-7/5	1

Cargo Branch

Plans and Project Section

Freight Traffic Officer, GS-13/12	1
Freight Traffic Officer, GS-12/11	1
Clerk (Steno.), GS-5/4	1

Highway Branch

Passenger Vehicle Pool

Chauffeur	2
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b. Supply Division

Control Staff

Supply Officer, GS-12	2
Supply Officer, GS-11	1

c. Administrative Staff

Management Assistance Branch

O&M Examiner, GS-11	1
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Number

d. Real Estate & Construction Division

Space, Maintenance & Facilities Branch

Administrative Service Officer

1

Total ... 14

3. The position of Illustrator (General), GS-7, in the Support Section of the Planning Staff has been allowed to remain in the T/O, with the understanding that this graphic facility is to be available to and do work for all components of the Deputy Director (Administration) organization. This facility will be reviewed after the DD/A offices have been advised of this service and have had sufficient time to make use of it. The position of Security Officer, GS-11, on the Security Staff, has been allowed to remain in the T/O, pending further study as to its necessity.

4. Effective 21 July 1954, the ceiling of the Logistics
25X9A2 Office is [REDACTED] and this ceiling is to be further reduced by 1 Jan-
25X9A2 uary 1955 to [REDACTED] unless temporary extension of any of the 14 posi-
tions is authorized prior to that date.

[REDACTED]

L. K. WHITE
Deputy Director
(Administration)

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